Alcohol and Marijuana Control Office
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Alaska Marijuana Control Board

Operating Plan Supplemental

Form MJ-03: Retail Marijuana Store

Why is this form needed?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany **Form MJ-01: Marijuana Establishment Operating Plan**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of the statutes and regulations.

If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.315(2).

What additional information is required for retail stores?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Signage and advertising
- Displays and sales
- Exit packaging and labeling
- Security
- Waste disposal
- Walk-up or drive-through exterior window pick-up service

This form must be completed and submitted to AMCO's Anchorage office before any new or transfer application for a retail marijuana store license will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Canna Get Happy, LLC	**MJ License #:**	37844
License Type:	Retail Marijuana Store		
Doing Business As:	Canna Get Happy		

Section 2 – Overview of Operations

2.1. Provide an overview of your proposed facility's operations. Include information regarding the intake and flow of marijuana and marijuana product at your premises, and a description of what a standard customer visit to your establishment would entail:

Marijuana and marijuana product will be delivered only by licensed cultivation and production facilities through the rear door of the facility. This area includes an office area, which is a restricted access area segregated from the public area of the store (See premises diagram). All delivered cannabis products will first be verified against the accompanying transportation manifest and then entered into the Metrc system. As the product is then in company inventory the Point of Sale (POS) system will be updated and cross referenced within the table and menu of the system. Inventory will be placed in the storage room and moved into the sales area as needed. Customers, after having identities verified in the security vestibule by presenting valid photo ID, will then be directed through the security door into the retail sales area of the facility. They are greeted by an employee in the retail sales area and allowed to then browse through the glass enclosed display area. Customers will be able to browse the menu, which will be displayed on a small kiosk and a chalkboard. In addition, customers will be able to visually observe marijuana products in secured display cases and interact with sales staff. Customers under the supervision of a salesperson may check the aroma of different strains of marijuana through secure sample jars. Edibles and other products can be reviewed and if requested by Customers will be collected by sales personnel until the Customers full requests (within the limits set by the regulations) are fulfilled. When the customer has selected the products they wish to purchase, and the sales personnel will process the transaction through the POS and package them in accordance with regulations. **Cont Pg 6**

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Section 3 – Exterior Window Service Operating Plan

3.1. Describe how you will comply with the requirements set forth in 3 AAC 306.380 and 3 AAC 306.715. Your response must include include policies and procedures regarding video surveillance, ID verification, display of marijuana or marijuana products, security features including alarm systems and locks, measures to prevent consumers from unlawfully accessing marijuana and funds through the exterior window and licensee control of the area outside of the exterior window.

We do not plan to have a drive thru.

Read each statement below, and then sign your initials in the corresponding box to the right [if applicable]:	Initials
I have included a title, lease or other documentation showing sole right of possession to the additional area(s), including the exterior window area, if the additional area(s) are not already part of my approved licensed premises.	n/a
I certify the area immediately outside the walk-up or drive-through exterior window does not include any public property including public streets, public sidewalks, or public parking lots.	n/a
I certify I have read, understood and will comply with all requirements set forth in 3 AAC 306.380, 3 AAC 306.715 and 3 AAC 306.720.	[illegible]

Section 4 – Prohibitions

Review the requirements under 3 AAC 306.310.

4.1. Describe how you will ensure that the retail marijuana store will not sell, give, distribute, or deliver marijuana or marijuana product to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance:

Canna Get Happy will utilize training, and an Employee Handbook with standard operating procedures to ensure that its employees and licensees are able to detect and ensure that we do not sell, give, distribute, or deliver marijuana or marijuana products to any person who is under the influence of an alcoholic beverage, inhalants, or controlled substance (3 AAC 306.310(a)(2)). Employees will receive training on how to recognize the signs of alcohol and drug intoxication. Standard operating procedures will ensure that each customer is subjected to observation for signs of being impaired and company policy forbids an employee to sell, give, distribute, or deliver marijuana or marijuana products to any person who is under the influence of alcohol or drugs. Violation of this policy is grounds for termination of employment of any employee with no exceptions. The identity verification of customers when they leave the security vestibule and when they attempt to check out provides separate employees the opportunity to observe the customers to ensure they are not impaired by alcohol of drugs. These standard operating procedures ensure that the sale and distribution of marijuana and marijuana products to anyone under the influence of alcohol or drugs as well as anyone under 21 years of age is prevented (3 AAC 306.310(a)(1)).

4.2. I certify that the retail marijuana store will not:	Initials
a. Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355; or in violation of 3 AAC 306.380.	[illegible]
b. Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet; other than as permitted under 3 AAC 306.380.	[illegible]
c. Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;	[illegible]
d. Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or	[illegible]
e. Allow a person to consume marijuana or a marijuana product on the licensed premises, except as allowed under 3 AAC 306.370.	[illegible]

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Section 5 – Signage and Advertising

Review the requirements under 3 AAC 306.360 and 3 AAC 306.365. All licensed retail marijuana stores must meet minimum standards for signage and advertising.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. I understand and agree to follow the limitations regarding the number, placement, and size of signs on my proposed establishment, set forth in 3 AAC 306.360(a).

5.2. The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage the sale of marijuana or marijuana products.

5.3. All advertising for marijuana or marijuana product will contain the warnings required under 3 AAC 306.360(e).

5.4. I understand and agree to post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365.

5.5. I certify that no advertisement for marijuana or marijuana product will contain any statement or illustration that:

- **a. Is false or misleading;**
- **b. Promotes excessive consumption;**
- **c. Represents that the use of marijuana has curative or therapeutic effects;**
- **d. Depicts a person under the age of 21 consuming marijuana; or**
- **e. Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana.**

5.6. I certify that no advertisement for marijuana or marijuana product will be placed:

- **a. Within 1,000 feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21;**
- **b. On or in a public transit vehicle or public transit shelter;**
- **c. On or in a publicly owned or operated property;**
- **d. Within 1,000 feet of a substance abuse or treatment facility; or**
- **e. On a campus for postsecondary education.**

Section 6 – Displays and Sales

6.1. Describe how marijuana and marijuana products at the retail marijuana store will be displayed and sold:

The only place where marijuana and marijuana products may be observed is in the sales area of the retail store. There is no visibility to the sales area from the exterior of the facility. All marijuana and marijuana products are secured behind locked counter displays or held in the storage area. Marijuana samples are available in secured clear glass containers that have screens as lids for observation. Most product is prepackaged although it is expected that a provision of choice will be provided customers where they may request an employee select certain marijuana bud from larger containers and package their choices into a heat sealed the individual package, a small jar or approved container that is opaque, resealable, and child-resistant packaging. Customers will never have physical access to any marijuana or marijuana products while in the retail area. No packaged goods will be provided to the Customer until after the POS processing of the sale to ensure it is all properly packaged and tracked. These procedures are designed the ensure that no diversion of marijuana or marijuana products occurs and that no customer leaves the facility with inadequate packaging.

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Section 7 – Exit Packaging and Labeling

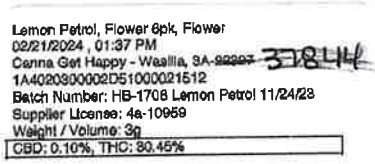
Review the requirements under 3 AAC 306.345.

7.1. Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

Standard operating procedures describing and implementing packaging and labeling rules are consistent with 3 AAC 306.345(a). No sale of marijuana will exceed one ounce of usable marijuana (3 AAC 306.355(1)). As such no individually packaged marijuana will exceed one ounce. At the POS the total amount of marijuana and marijuana products will be checked to ensure the products being sold do not contain more than 5,600 milligrams of THC.
All exit packaging will include the company's name, logo, and license number as well as the total estimated amount of THC. Packaging used at the retail store will not include any images or cartoon characters that target individuals under 21 years of age. All packaging used by the retail store will be designed to protect the marijuana or marijuana product from contamination and will not impart any toxic or damaging substance to the marijuana or marijuana product (3 AAC 306.470(b)).
All marijuana and marijuana product packaging will be labeled with the following warnings (3 AAC 306.570(4)):
1) "Marijuana has intoxicating effects and may be habit forming and addictive."
2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."
3) "There are health risks associated with consumption of marijuana."
4) "For use only by adults twenty-one and older. Keep out of the reach of children."
5) "Marijuana should not be used by women who are pregnant or breast feeding."

7.2. Provide a sample label that the retail marijuana store will use to meet the labeling requirements set forth in 3 AAC 306.345(b):

(1) "Marijuana has intoxicating effects and may be habit forming and addictive." ; (2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence." ; (3) "There are health risk associated with consumption of marijuana." ; (4) "For use only by adults twenty-one and older. Keep out of the reach of children." ; (5) "Marijuana should not be used by women who are pregnant or breastfeeding."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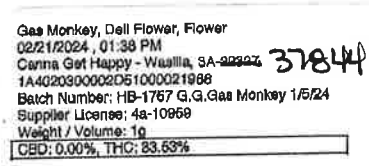
Weight / Volume: 3g
CBD: 0.10%, THC: 80.45%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Supplier License: 4a-10959
Weight / Volume: 1g
CBD: 0.00%, THC: 83.53%

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Section 8 – Security

Review the requirements under 3 AAC 306.350 and 3 AAC 306.720.

8.1. Describe the retail marijuana store's procedures for ensuring a form of valid photographic identification has been produced before selling marijuana or marijuana product to a person, as required by 3 AAC 306.350(a):

Under no circumstances will any person under 21 years of age or any person who does not produce a valid form of identification be permitted to enter the facility. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a providence of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. **Cont Pg 6**

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

8.2. The video surveillance and camera recording system for the licensed premises covers each point-of-sale area.

Section 9 – Waste Disposal

Review the requirements under 3 AAC 306.740.

9.1. Describe how you will store, manage, and dispose of any marijuana waste, including expired marijuana or marijuana products, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown or produced:

Any marijuana waste including expired marijuana or marijuana products will be segregated into a separate storage bin marked "QUARANTINED WASTE" and the packaging will immediately be marked as expired or spoiled. The product will be immediately placed into a secured area in a storage room within the restricted access area and entries will be made into Metrc. Eventually the waste will be disposed of by the following procedure: (1) at least 3 days prior to making the waste unusable, the AMCO Staff will be provided notice by submission of Form MJ-25 with email copy to sent to mj.waste@alaska.gov; (2) weight and memorandum of waste disposal will be entered into Metrc; (3) at the end of the three-day waiting period after notice required by 3 AAC 306.740(c) the waste may be destroyed and 4) the marijuana waste will be ground up and thoroughly mixed with soil, saw dust, plastic waste, paper, cardboard, vegetable oil, or a comparable material to render it unusable. The amount of marijuana in the mixture shall not exceed 50% of total weight or volume of the mix. Once rendered unusable, the waste will be bagged and placed in a secured dumpster for pickup and delivery to the local landfill. All waste management activities will be documented and maintained in the business records.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Sandra D Millhouse
Printed name of licensee

Signature of licensee

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(Additional Space as Needed):

Section: 2.1 All customers will be asked again for a valid photo ID at the POS before the transaction is completed. The facility operational plan requires that each customer will present a valid photo ID twice each visit and no person under 21 years of age is ever served. At the POS, the sales personnel will process the transaction and ensure that any marijuana or marijuana product only leaves the store in a child resistant and opaque package (3 AAC 306.345(a)(3)). The customer will be observed by security cameras throughout their visit all the way from and to their vehicles.

Closing procedures will include clearing the facility of customers and ensuring that the POS systems are shutdown with cash drawer counts completed, all inventory tracking is completed for the day, and the marijuana and marijuana products will be secured, and the employees will clock out. Cash and remuneration (checks, money orders, etc.) will be placed in a safe in the secured areas for the evening (except on days where bank runs are required). The entrances are all checked to ensure they remain locked and doors are secure. All exterior lights and cameras are checked to ensure they are operating. The supervising manager will arm the security system and exit the premises

Section: 6.1 All employees will be trained to identify the inconsistencies of a forged identification, by use of the following "FLAG" system: first by having the customer remove the ID from their wallet or plastic holder, where another ID may be observed in their wallet and F- Feel- 1) Feel for raised edges, glue lines or bumpy surfaces by the photo or birth date or uneven surfaces often indicative of tampering; 2) Feel for cut-out or pasted information; 3) Feel for thickness of the ID and check to see if it was re-laminated after changing some of the information.

L—Look – at the photo, 1) does it look like the person in front of you, hairstyles and makeup can change, so focus your attention on the person's eyes, nose and chin and when checking men with beards or mustaches, cover the facial hair portion of the photo and concentrate on the eyes, nose or ears; 2) does the height and weight reasonably match the person? 3) is the state or federal seal on the ID and is it in the correct place? 4) look at the "born prior" date on the cash register and determine if the person is over 21 and observe that the person in front of you matches the age on the ID? 5) is the ID expired and is the lamination cut or corners/edges straight or crooked?

A—Ask – IF ANY DOUBT AT ALL – 1) Ask for their middle name, zodiac sign or year of high school graduation and if someone has to think about his or her sign or when they graduated, the ID is likely false; 2) ask the birth month which the response may be a number rather than the name of the month; 3) if the customer is with a companion, ask the companion to quickly tell you the customer's name where any hesitation may indicate deception; 4) hold the ID and ask the customer to sign his/her name and then compare the signatures to the ID as it is very difficult to copy a signature they cannot see.

G—Give Back 1) Give the ID back to the customer and make the sale if the ID is valid.

IF THERE IS ANY QUESTION OF THE VALIDITY OF THE ID IT WILL BE RETURNED AND THE PERSON WILL BE REFUSED SERVICE AND ASKED TO LEAVE THE FACILITY.

An identity verification handbook will be available to the employee manager where there are issues that cannot otherwise be resolved about the validity of an ID offered.

Customers are first asked for ID upon entry into the security vestibule and will not be provided access to the retail sales area unless the ID is valid. After the customer is ready to make a purchase, they will proceed to the counter to one of the point-of-sale systems where the employee will ask the customer for a valid form of photo identification prior to completing the transaction. These standard operating procedures ensure that every customer entering the retail store will be required to present a valid form of photo identification twice with two different persons determining its validity. As such persons under 21 years of age will not gain access to the retail store or marijuana and marijuana products. Backing up the procedures is a security camera system which allows employee managers to constantly monitor the customers as they move through the facility.

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